

Jefferson County Position Description

Name:		Department:	Human Services	
Position Title:	Comprehensive Community Services Facilitator	Pay Grade:	8	FLSA: N
Date:	January 2008	Reports To:	Comprehensive Community Services Manager	

Purpose of Position

The purpose of this position is to provide case management, clinical assessment, psychotherapy and treatment planning services to consumers diagnosed with Mental Health and/or Chemical Dependency disorders and enrolled in the Comprehensive Community Services Program.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Facilitate and provide psychosocial rehabilitative services as specified in the Comprehensive Community Services Service Array.
- Completes client clinical initial and in-depth assessments of client condition.
- Provides service facilitation services. Coordinates auxiliary assessments, case reviews and person centered treatment planning. Coordinates services for the individual that may be contracted or outside of the agency. Advocates on behalf of the client. Coordinates crisis services, including Emergency Mental Health. Coordinates services with schools, private and other non-profit providers and organizations.
- Monitors client symptoms.
- Develops recovery (treatment plans). Coordinates and conducts recovery team meetings with all members of the individual's team.
- Prepare accurate and timely documentation as required for individual consumers, providers and program reports
- Participate in training, quality control, and program improvement

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Completes intake forms, assessment documents, clinical notes and a variety of reports.
- Schedules meetings.

- Mails releases.
- Obtains referral materials from various agencies.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Social Work or Psychology or related field with the ability to obtain 3000 hours of clinical supervision and to obtain a license to do psychotherapy.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Ability to utilize a variety of advisory and design data and information such as clinical psychological assessments, psychiatric reports, treatment plans, clinical notes, medical charts, contact sheets, billing forms and statements, DSM-IV, state statutes, CSP policies, billing manual and non-routine correspondence.
- Ability to communicate orally and in writing with clients, CSP team members, department supervisory and clerical personnel, other agencies, attorneys, psychiatrists, client family members and client guardians.

Mathematical Ability

- Ability to calculate percentages, fractions, decimals and ratios. Ability to interpret basic descriptive statistical reports.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning in performing influence functions such as supervising, managing, leading, teaching, directing and controlling.
- Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program.

Physical Requirements

- Ability to operate a variety of office equipment including computer terminal, telephone, fax machine, calculator/adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.
- Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of lifting, carrying, pushing and pulling.

- Ability to recognize and identify degrees of similarities or differences between characteristics of colors associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under conditions which require exposure to environmental factors such as irritants and disease. This exposure may cause some discomfort and presents a risk of injury.

The County of Jefferson is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date